



**Town of Arlington, Massachusetts**  
**730 Massachusetts Ave., Arlington, MA 02476**  
**Phone: 781-316-3000**

**[webmaster@town.arlington.ma.us](mailto:webmaster@town.arlington.ma.us)**

## **Library Trustees Minutes 05-06-2003**

**Robbins Library Board of Trustees**

May 6, 2003

### Call to Order

The meeting was called to order at 7:35 PM. Attending were trustees Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy and Joyce Radochja. David Castiglioni and Susan Ruderman were absent. Also attending were library director Maryellen Loud, assistant director Cynthia Diminture and Finance Committee liaisons Mary Margaret Franclemont and John Deyst.

### Approval of Minutes

The minutes of the April 8<sup>th</sup> (regular) meeting were approved on a motion by Ms. Deal; seconded by Ms. Muldoon.

The minutes of the April 24<sup>th</sup> (special) meeting were approved on a motion by Ms. Fennelly; seconded by Mr. Murphy.

### Communications

Ms. Loud let the board know that the Library was the recipient of two prizes in the Public Relations Award contest sponsored by the Massachusetts Library Association. Robbins received second prize for its logo design and an honorable mention for the quarterly newsletter.

### FY04 Budget Update

Finance Committee liaisons Mary Margaret Franclemont and John Deyst attended the meeting to update the board of the status of the town's FY04 budget requests. June 14<sup>th</sup> has been set as the date for the vote on an override to Proposition 2 and 1/2. The Finance Committee has voted to support the override, which would return 3 million dollars to the school budget and 1 million to the town side budgets. Mr. Deyst noted the Finance Committee realized that the library and Human Services department budgets had been particularly hard hit. Two different budgets will be voted by Town Meeting, one that will go into effect following a successful override, the other if the override attempt fails.

### Video Rental Collection

Ms. Loud asked the board to consider instituting a video rental collection. Under the proposed plan, the Friends of the Library would provide seed money for this project and any videocassettes purchased by Friends' funds would be loaned for a rental fee of \$1/week. Videos purchased by municipal, state aid or trust funds would remain free. All DVDs (a much smaller collection) would be for rental only. Ms. Loud distributed a survey from three libraries in the Minuteman Library Network that have fee-based video collections. After much discussion, it was the consensus of the board that the request for funding would be presented to the Friends of the Library Board of Directors on May 8<sup>th</sup>. Then, the trustee board will take this discussion up again at its June meeting.

### New Automated System

Ms. Diminture reported on the new system that will be implemented by MLN in the new fiscal year. The new software, Millennium, by Innovative Interfaces, Inc. is a graphical system replacing the existing text-based system by Data Research Associates. During the last week in June, the libraries in Minuteman will be in transition to the new system. During that week, items can be checked out but NOT checked in. No library cards can be issued. Patrons must bring in their library cards to borrow materials. Alternative identifications such as a license cannot be used. Beginning July 1<sup>st</sup>, the new system will be operational.

#### Front Doors

On Tuesday, May 20<sup>th</sup>, the Permanent Town Building Committee will meet and one of the agenda items will be a request to expend funds for new front doors for the Robbins Library. Ms. Loud will attend, along with an architect and Teresa DeBenedictis. The preferred proposal is to replace the entire exterior of the doors, including the cladding and replace it with a solid aluminum storefront system, with a bronze colored finish. The doors would be operated manually with a push-button assist. For the interior set, the plan is to replace the doors with butt-hinged doors operated by a push button. If funds are voted for this project, the design must then be approved by the town's Historic Commission. The trustees are free to attend the meeting of the Permanent Town Building Committee.

#### Trust Fund Budget Report

Ms. Muldoon, the trust fund liaison, presented a report of expenditures through April 1<sup>st</sup>. Of the unspent unrestricted funds, most are in the categories of Staff Development, Public Relations and Children/Young Adult Programming. Of the restricted/designated funds, underspent areas are Sign Language Interpreters, Author Program, Workshops and the Free Books for Children giveaway. Ms. Loud discussed plans for spending down some of this by the end of the fiscal year. The Robbins Art and Robbins Print fund monies are gradually being spent down. Less than half of the fund-raising money has been expended, but much of it has been encumbered by orders for items such as Russian and Spanish books. To date, the business donor solicitation has brought in approximately \$1500.

#### Author Program

Approximately fifty people attended the last program featuring science fiction and fantasy writers. For an upcoming fall or spring program, Ms. Ruderman suggested Marne Davis Kellogg as the speaker. She is a mystery writer living in Colorado. Ms. Deal suggested Sue Miller who has a newly released title about Alzheimer's Disease. Ms. Muldoon again suggested physician/writer Perri Klass. Ms. Loud attended a Massachusetts Library Association lecture about author programs and will compile and distribute the information at a future meeting.

#### Appointment of Nominating Committee

Ms. Radochia asked Ms. Deal and Ms. Fennelly to serve as the nominating committee for officers for FY04. They will present a slate at the June meeting.

#### Other

Ms. Loud proposed a schedule of open hours for the Fox Branch for FY04. If the override effort fails, Fox would be open the equivalent of two full days on the following schedule: Tuesday 9AM-1PM, Wednesday, 1-9 PM, Thursday 9AM-1PM.

#### Adjournment

The meeting was adjourned at 9:55 PM on a motion by Ms. Deal; seconded by Ms. Fennelly. The next meeting will take place on Thursday, June 19<sup>th</sup> at 7:30 PM.

Respectfully submitted,

Cynthia Diminture